

**Special Emphasis Program
Diversity Advisory Committee Meeting
May 9, 2006, Building 381 Conference Room ABC
9:00 a.m. – 11:00 a.m.**

Present: Frank Baca, Office of the Director
Karen Boardman, Office of the Director
Yolanda Giron, EEO & Diversity Office
Debbie Allison, EEO & Diversity Office
Tom Gutierrez, Headquarters Office of Strategic Planning and Analysis
Sheila Rednose, Program Manager, AIP
Michael Perez, Program Manager, CPWD
Blanca St. Clair, Alternate Program Manager, CPWD
Dennis Martinez, Champion, CPWD
Pat Cream, Program Manager, GLP
Shirley Peterson, Program Manager, FWP
Michelle Mallory, Program Manager, BEP
Lisa Marie Buffkins, Alternate Program Manager, BEP
Elizabeth Donnelly, Program Manager, OWP
Harish Sharma, FY 05 Program Manager, APAP
Dennis Umshler, FY 05 Program Manager, OWP
Janelle Armijo-Sanchez, Program Manager, HEP
Paul Chimah, Council Member, APAP

Absent:
Maggie Wood, Vice-Chair, Sandia Site Office
Mike J. Zamorski, Senior Diversity Champion Program
Tena Chavez, Headquarters Office of Secure Transportation
Pat Higgins, Headquarters Office of Strategic Planning and Analysis
Rosa Benavidez, Acting Director, HRD

Recorder: Debbie Allison

WELCOME & Introductions: Frank Baca, Chair

Frank Baca opened the meeting by welcoming committee members. Frank presented Time-Off Award Certificates to the FY 2005 Special Emphasis Program Managers and Alternate Managers.

Karen Boardman paid a special visit to the SEP DAC Committee to personally thank the committee for supporting the Service Center's and NNSA's Diversity initiatives and for developing an impressive operational plan.

Karen shared that the Future Leaders Program has been a tremendous success also due to the involvement of the SEPs. She indicated that she believes that it is Mary Ann's intention to keep the SEPs involved in the program. Karen also shared that the hiring targets for FY 07 are 30 FLP interns and 15 Security interns. Frank indicated that he would personally invite Audrey Clark to the next meeting.

Mike Perez asked about the possibility of establishing a presence at the University of New Mexico. The concept is to model the Bureau of Land Management and the Foreign Service to have a permanent office on campus where an NNSA representative would be available to meet with students about job opportunities with the NNSA. Mike was advised to present the idea to Jerry Truax for further consideration.

Karen reported that George Rael and Derrick Wycliffe are leading an employee's activity committee that will focus on building the morale of SC complex employees outside of work during non-working hours. Karen encouraged the committee to provide suggestions to the newly established group on possible activities that would draw the interest of employees.

Jackson Middle School Initiative

Frank addressed his request of April 8, 2006, for volunteers to manage the Jackson Middle School Tutoring Program and Annual Book Sale. Elizabeth Donnelly, OWP, agreed to manage the administrative responsibilities of assigning and recruiting tutors. Pat Cream volunteered to manage the book sale and Lisa Marie Buffkins of BEP offered to assist. In addition, all committee members agreed to help with the book sale. It was agreed that the proceeds from the book sale would be equally divided between Jackson and Lowell. EEO was requested to check with legal on the possibility of holding candy sales on-site.

SEP Operational Plan Update

Mike Perez provided a status of report the SEP DAC Operational Plan. The status report is attached to the minutes. He indicated that the measures are somewhat subjective but overall the committees are making progress in accomplishing the stated goals. SEP Managers that didn't have an opportunity to submit their accomplishment may do so to ensure that the report is inclusive of all programs.

Additional actions identified in support of the SEP Operational Plan:

Goal 1

1. Frank will invite Audrey Clark and Debby Miller to the next SEP DAC meeting to provide an update on the status of the FY 07 FLP recruitment initiative.
2. Frank also made a commitment to advise NNSA HQs management about involving SEPs in the next FLP recruitment initiative.
3. Mary Ann Fresco will coordinate SEP involvement in the recruitment initiative.
4. Yolanda indicated that four high level charts would be released to all Service Center employees next week. (Supports Action 5 – EEO stats sent to all SEP Managers)
5. Because some FLP interns have indicated that they are not receiving assistance with their qualification cards, Frank indicated that the Office of Technical Services could provide assistance. Frank also requested that Janelle have Patty give him a call regarding this issue.

Goal 2, 3, 4

6. Sheila will begin planning the Diversity Day. She will send an email on meeting dates.

SEP Program Updates

CPWD – Blanca St. Clair will participate in a local ADA Training Conference scheduled to take place this month.

BEP – Jerry Paul, Principal Deputy Administrator for NNSA, personally recognized the Lowell Elementary tutors by presenting time-off award certificates to them. The group will be in the next issue of the Service Center newsletter.

AIP – Sheila will begin planning for Diversity Day. She will send an email to each program manager with the meeting date.

OWP – The Older Workers Program Celebration will take place on July 11, 2006, with Dr. Bali who will speak on the topic of "Psychological & Physiological Aspects of Lifestyle Changes."

APAP – The Asian Pacific Awareness Program will take place on May 25, 2006.

HEP – Janelle participated in the 77th Annual LULAC New Mexico State Convention and Civil Rights and Race Relations Conference on April 27-28, 2006 in Las Cruces, NM. She reported that it was an interesting conference and many heated topics were discussed. The HEP sponsored a recruitment advertisement in their program. HEP is also exploring the feasibility of supporting a program to assist Big Brothers and Big Sisters. Lastly, HEP is working on updating a Memorandum of Understanding between NNSA and National IMAGE Inc.

FWP – Shirley reported that FWP is sponsoring a clothing drive and asked everyone to make contributions. The council continues to collect toiletries for the Barrett House.

GLP – Pat Cream is recruiting an Alternate Program Manager who will replace her as manager in FY 07. The Gay Lesbian Awareness Program will take place on June 13, 2006. A panel discussion will be the highlight of the program. The committee will also participate in Albuquerque Pride Day and will have an information booth with SNL and LANL employee participation. Pat asked the other SEP Managers to provide any information that they would like displayed at the booth.

Tom Gutierrez requested that a thank you letter be sent to Mike McCarthy of Chugach for his assistance with the turkey drive. Tom indicated that he would ensure that Sandia Site Office employees are included in the effort to collect turkeys this year.

Annual EEO Awareness Seminar

Yolanda reported that the announcement to register for the annual July EEO Awareness Seminar would be mailed soon. Each SEP program has two slots to attend the seminar. First priority to attend is for the SEP manager and alternate manager. If the manager or alternate manager is unable to attend the slot may be offered to a council member.

Harassment Training

Frank reported that mandatory harassment training is scheduled to take place during the week of June 5th at the Energy Training Center. See email announcement for further information. Frank will call Patty Wagner and Pat Higgins to invite their organizations to participate in the sessions.

**NEXT MEETING IS TUESDAY, AUGUST 8, 2006 – 9:00 A.M. – 11:00 A.M.
BUILDING 383, CONFERENCE ROOM 315**

SEP OPERATIONAL PLAN ON NEXT PAGE

Diversity Advisory Committee Operational Plan Performance Matrix Mid-Year Performance

Goal One	Goal Two	Goal Three	Goal Four
Objective 1 	Objective 1 	Objective 1 	Objective 1 
Objective 2 	Objective 2 	Objective 2 	Objective 2 
	Objective 3 		Objective 3 

Color indicators identify performance status for each objective.



Performance meeting expectation



Issues with meeting expectation but completion anticipated



Major concern with meeting expectation, completion uncertain



Not applicable

Goal One (Champion – Janelle Armijo-Sanchez)

Support management in maintaining a strong, viable and diverse workforce

Supports NNSA SC FY 2006 Operational Plan Goal 1 and 3

Objective 1 – Support the Human Resources Department in recruiting and hiring a diverse workforce

Actions

Participate in recruitment efforts to make preliminary and follow up contacts to attract applicants for positions being announced (i.e. career fairs, targeted recruitment for Internships, Cooperative educational programs, Student Programs, etc)

Status:

HEP - Action from last quarterly – *Involve Audrey Clark in the DAC and invite her to the next quarterly due to her involvement with the Future Leaders Program.* Conversation with Audrey Clark revealed that her involvement with the FLP is limited to “a plan to possibly transition the program to the Service Center in the future.”

HEP - Contacted Jerry Truax regarding DAC involvement with the FLP (intern program). The recruiting period will take place this fall for entrance on duty in July 2007. Mr. Truax would like to talk further concerning the “advisability” of career fair involvement. Although involvement is being provided by HQ DAC, participation on our part may be through this avenue. Mr. Truax will be setting up a call to further discuss issues.

CPWD – UNM’s Disabled Student Services on April 27.

OWP - Served on the Recruitment Team with champion Roger Liddle.

OWP - Assisted with Future Leaders Program Intern Recruitment at the University of Michigan-Ann Arbor.

Develop and establish relationships by networking with schools and organizations to promote the National Nuclear Security Administration (NNSA)

Status:

HEP - Participation in the LULAC Regional Civil Rights & Race Relations Conference. On behalf of HEP, an ad was placed in the conference handbook that was provided to all participants. The ad promoted NNSA and provided an HR representative contact for any individuals interested in employment opportunities.

CPWD – On April 27 CPWD met with Joan Green who is the director of UNM’s Disabled Student Services. The purpose was to establish early contact with UNMs primary source for locating students with disabilities for FLP, Summer Hires and Other positions.

Identify recruitment sources for targeted dissemination of vacancy announcements

Status:

HEP - HEP – LULAC, IMAGE (have an old MOU with IMAGE that HEP has on the agenda for the next monthly meeting)

HEP – SEPs should provide Janelle with their sources.

CPWD – UNM’s Disabled Student Services

Encourage employee participation at career days to promote recruitment opportunities within the NNSA

Status:

TBD

Ensure that Equal Employment Opportunity (EEO) statistics are provided on a quarterly basis to each Special Emphasis Program (SEP)

Status:

HEP - Correspondence with Linda DeLong has revealed that only statistics for the month of January have been completed. Have asked if there are plans to complete the rest of the 2nd quarter statistics or even continue them into the future. Meanwhile, I’ve asked Denise Ramos to compile statistics similar to those that were sent to SEPs for the 1st quarter.

HEP - Further questioning has revealed that someone will be trained within the next two weeks in an effort to compile the remainder of 2nd quarter demographics. Hopes are that this person will continue the analysis.

Assess workforce diversity to identify underrepresented groups and develop a plan to build diversity in those areas

Status:

NNSA Diversity Team for Promotion is developing a plan to focus on this area.

HEP – February monthly meeting discussion revealed that the “Hispanic” representation for new interns seemed to have well.

Possible agenda item for the “share fair” sponsored by Andi Kaniho, Goal 4 Champion on 30 May 2006?

AIP: Forward emails from colleges and universities to Jerry Truax, FLP Manager, informing him of Career Fairs at American Indian Colleges.

Objective 2 – Ensure underrepresented groups are provided with an equal opportunity for professional growth, development, and training

Actions

Assist management in identifying and addressing career and developmental issues of mutual concern

Status:

Refer to Objective 1 Action 1 concerning FLP involvement with Audrey Clark.

Promote and encourage participation in professional growth, developmental, and training opportunities

Status:

SSO – Patty Wagner has developed a group of past and present interns, the Professional Development Group, and is providing them with a different topic of interest each month, concerning growth, development or training. More recently, Service Center FLP interns have been participating in the monthly events. Topics have included the SNL Weapons Vault Tour, the SNL Model Contract and its provisions.

FWP - Sponsored two luncheons.

AIP - Assist our American Indian Employees in preparing their resumes, KSA questions when applying for new positions

Goal Two (Champion – Michael Perez)

Increase coordination and cooperation among each SEP

Supports NNSA SC FY 2006 Operational Plan Goal 1

Objective 1 – Establish a partnership between each Special Emphasis Program and the NNSA Office of Diversity and Outreach to collectively integrate NNSA Diversity Policies into the workforce

Actions

Support NNSA Diversity initiatives by incorporating NNSA Diversity Policies into each SEP sponsored activity and initiative

Status:

SEPMs – All SEPs have incorporated this philosophy into their activities.

The SEPs will request advice and guidance from the Diversity Champions in support of their respective programs

Status:

SEPMs – Currently all SEPM champions are active and engage in specific SEP initiatives and activities.

Coordinate the participation of Special Emphasis Program Managers (SEPM) in NNSA Diversity Teams

Status:

Currently all of the SEPs are active in the NNSA Diversity Teams.

Explore alternatives and additional activities or efforts that could enhance the diversity cause within NNSA

Status:

Objective 2 – Promote each SEP by celebrating each Diversity Month

Actions

Advertise each activity to all NNSA Service Center Complex employees

Status:

All SEPs are advertising their activities and the activities of other SEPs.

Each SEPM will request support from other SEPs and their respective organizations regarding all monthly activities

Status:

SEP DAC - On October 4, 2005, the Service Center's Special Emphasis Programs joined together and sponsored a Diversity Day during the lunch hour to celebrate their FY 2005 accomplishments. Each group had an information booths giving employees insight to each program's initiatives, unique facts about various cultures, and food samplings.

CPWD - On October 25, 2005, the Committee for Persons with Disabilities sponsored a "Day of Awareness Program" which featured the experiences of four Service Center managers who volunteered to be disabled for a day and some who had recent injuries due to accidents that limited their mobility in day-to-day activities. The program also included a slide show that dispelled perceptions of who may or may not be disabled.

AIP - In recognition of National American Indian Heritage Month, the American Indian Program Council and the Service Center Wellness Center sponsored a fun run and walk for Service Center Complex employees on November 16, 2005. The event took place during the lunch hour and the purpose was to promote health and wellness.

BEP - In conjunction with Kirtland Air Force Base and Sandia National Laboratories, the NNSA Service Center's Black Employment Program Council sponsored a Soul Food Taster on January 20, 2006, at the Kirtland Air Force Base Chapel.

BEP - The Black Employment Program Council's Black History Month celebration took place on February 21, 2006. The

celebration featured community leaders, Tommy Henderson, Marsha Hardeman, and Charles Becknell, Jr. as panelists sharing their thoughts on the national theme of "A Tribute to Black Fraternal, Social & Civic Institutions." In addition, BEP Council members and employees participated in the Kirtland Air Force Base Black History Month Luncheon on February 25, 2006.

FWP - The Service Center's Federal Women's Program Council celebrated National Women's History Month by sponsoring and organizing three programs. Two lunch-and-learn sessions were held with the first focusing on communication skills and the second on resume writing and interview skills. To end the month, a program featuring Rochelle Lari, Program Leader for the Sandia National Laboratories Diversity Leadership Program, was held on March 30, 2006 and she shared her cultural experience traveling to the country of Iran.

AIP - The Service Center's American Indian Program Council celebrated American Indian Heritage Month by sponsoring several activities. A fun run/walk was held on April 19, 2006, and a bake sale was also held benefiting the Albuquerque Indian Center a non-profit organization that provides sobriety and wellness counseling services, prevention activities, advocacy on Indian issues, behavioral health counseling, employment training services, economic development, home locator assistance referrals, and communication and support services to individuals in need. To end the month, a program featuring Dr. Robert K. Whitman, PhD, Electrical Engineering was held on April 27, 2006. Dr. Whitman shared his life experiences as it related to the theme of "Vision, Integrity, Perseverance: Pathway to Leadership."

Objective 3 – Support the Human Resources Department with Goal 1 of the Diversity Advisory Committee Operational Plan

Actions

Establish a guide identifying each SEP contacts for potential student recruitment

Status:

On-going – related to Goal 1 initiative

Create a schedule for each SEPM to be represented at recruitment trips and career fairs

Status:

TBD

Provide SEPM representation at Goal 1 working meetings for SEPM input and assistance

Status:

AIP - Collects student resumes throughout the year and forward those resumes to HR in the fall prior to the FLP recruitment effort.

Goal Three (Champion – Sheila Rednose)

Advance team building within NNSA and local communities to create programs services for the betterment of work and living environment for the NNSA workforce

Supports NNSA SC FY 2006 Operational Plan Goal 1

Objective 1 – Promote community outreach initiatives and publicly support employee involvement

Actions

Each SEPM will promote each activity through encouragement, participation and forwarding emails to committee members and employees

- CFC
- Blood Drives
- Food Drives
- Day of Caring
- Science Fairs
- Tutoring

Status:

CPWD – At monthly meetings all community activities are announced and encouraged.

AIP - Tutoring: The Jackson Middle School Tutoring Program will need to be addressed in next week's meeting, Frank Baca is looking for an SEP to host this important program.

BEP - Members of the Black Employment Program Committee volunteered to assist the National Health Chair of Blacks In Government with the Healthy Children Symposium held in El Paso, Texas on October 29, 2005. The symposium is part of a partnership between BIG and Hispanic organizations to launch a bilingual consumer education campaign on obesity, diet and health along the U.S./Mexico Border.

SEP DAC - The annual SEP Holiday Food Drive concluded on November 17, 2005. The food drive was very successful due to the generosity of Service Center Complex and Sandia Site Office employees. Donations were provided to the Roadrunner Food Bank, the Albuquerque Indian Center, and families in need from Lowell and La Mesa Elementary Schools.

SEP DAC - Due to the generosity of the Special Emphasis Program Council Members and NNSA employees, families identified by La Mesa and Lowell Elementary schools received holiday gifts and money. In addition SEP members, provided holiday cheer by caroling at the UNM Children's Outpatient Unit. Lastly, the EEO Staff visited and delivered 87 small gift baskets to patients of the Arbor-Brooks Nursing Home.

HEP - On March 13-14, 2006, six Service Center Complex employees participated as judges at the New Mexico Chapter of High School Business Professionals Annual Competition at the Marriott Hotel. The mission of the program is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic and technical skills and to provide all business students with opportunity to demonstrate workplace skills learned through business education curricula.

AIP - On March 23-24, 2006, 12 Service Center Complex employees participated as judges at the American Indian Science and Engineering Society Science Fair held at the Albuquerque Convention Center. The National American Indian Science and Engineering Fair (NAISEF) is an annual event for Native American students to actively participate in a science-based learning environment and to create science projects that can be shared among peers, teachers, and educators.

BEP – BEP continues to coordinate the Lowell Elementary Tutoring Program. Nine Service Center Complex employees volunteer their time tutoring second grade students.

HEP - On April 27-29, 2006, Janelle Armijo-Sanchez, Hispanic Employment Program Manager participated in the annual LULAC State Convention and Training Conference in Las Cruces, NM. Highlights of the convention included a discussion on the state of civil rights and race relations in the Southwestern area of the United States and Mexico. Agenda topics discussed and examined were national issues, education, families and youth, crime and delinquency, health care, immigration to name a few.

Each SEP will inform NNSA Service Center Complex employees of any activities their group will sponsor throughout the year

Status:

On -going

Objective 2 – Promote diversity and develop teambuilding efforts amongst NNSA

Actions

Conduct a Lessons Learned meeting for the Diversity Advisory Committee to discuss activities, issues and concerns at the end of the Fiscal Year

Status:

TBD

Organize a function where each SEP can display their accomplishments and to encourage non-members to join a SEP group

Status:

Sheila Rednose will organize the 2nd annual Diversity Day to display the SEPs accomplishments and also recruit new members.

Goal 4 (Champion – Andrea Kaniho)

Share best practices, special events, noteworthy accomplishments (individual or organization) and success with all programs and employees

Supports NNSA SC FY 2006 Operational Plan Goal 1 and 3

Objective 1 - Exemplify the progress and achievements within the NNSA and recognize high performing employees who promoted diversity and special events

Actions

Conduct “share fairs” with each SEP in order to bring people together to share specific knowledge and experience

Status:

APAP- working to schedule share fair in May or early June

Present SEP successes and achievements at year-end function

Status:

APAP- SEPs will present successes and achievements later in the year

Recognize employees who promoted diversity and led community outreach campaign efforts at year-end function

Status:

APAP- SEPs will recognize outstanding employees later in the year as a group

AIP - recognizes AIP council members who are recognized and receive service awards at our monthly meetings.

Objective 2 - Demonstrate the areas of improvement within the NNSA

Actions

Identify a website location where diversity and community outreach information can be easily located

Status:

APAP- Andrea has been in contact with Lou Lubitz about a new website. The new site should be up within the next few months

Objective 3 - Support and assist each SEP by further developing activities and programs

Actions

Provide SEP committee assistance during Goal 3 activities

Status:

CFC, Food drives and Science fairs etc. are on-going

Emphasize the importance of cross training outside of established position descriptions

Status:

APAP – vacancies are provided to committee members and cross training emphasized in monthly meetings.

AIP - We highly encourage our members to support and participate in each SEP celebration every month.